



**Associate in Applied Science
Division of Healthcare
and Business Programs**

2016 APPLICATION FOR ADMISSION

LOGAN CAMPUS

HEALTH INFORMATION MANAGEMENT

**APPLICATION ACCEPTANCE IS ONGOING.
PREFERENCE WILL BE GIVEN TO THOSE WHO
APPLY BEFORE DECEMBER 1, 2015.**

www.southernwv.edu

**2016 Associate in Applied Science Application
Health Information Management Program
(Return this page only with required attachments)**

Last Name:

First Name:

Middle Name:

Address: _____

City: _____ **County:** _____ **State:** _____ **Zip:** _____

Telephone Numbers: Home: _____ **Work:** _____ **Cell:** _____

Southern ID: _____ **(If no Southern ID, contact Student Records)**

E-mail Address (MANDATORY): _____

Are you a U. S. Citizen? Yes ☐ No ☐ *Under Immigration and Naturalization Service's rules, Southern is not an institution certified to receive international students.*

Are you a Veteran? Yes ☐ No ☐

***Failure to fully complete this application, provide truthful information, and/or send required documentation will result in immediate disqualification.**

I certify that all information provided in connection with this application is true and correct to the best of my knowledge. I understand that any misrepresentation or omission on this application shall automatically dismiss me from any Healthcare program. I have applied for admission to Southern West Virginia Community and Technical College and all transcripts, **other than Southern's**, are attached to this application. I have also attached a copy of my ACT scores, if applicable, to this application. By signing below I verify and hereby affirm that I have read and understand this application.

Signature of Applicant

Date

Confirmation of attachments: ☐ ACT scores ☐ College Transcript(s)

Application Requirements

- Applicant must be eligible to enter college level English and math.
- Applicant must submit an ACT score to the Registrar's office **and** attach a copy to this application. Applicants will be selected competitively based upon the total math, science, reading, and English ACT scores. Highest scores will be given priority.
- ACCUPLACER scores will not be used to replace the ACT score.
- Applicant must have a minimum GPA of 2.0 in all previous college level courses. If no college courses taken, high school GPA or equivalent will be considered.
- Applicant must attach copies of transcripts from all colleges or universities attended. Do not send Southern transcripts.
- Applicant who has not taken previous college level courses must attach a copy of their high school or equivalent transcript.

NOTE: APPLICATION DEADLINE IS ONGOING. HOWEVER, PREFERENCE WILL BE GIVEN TO THOSE WHO APPLY PRIOR TO DECEMBER 1, 2015.

Information provided to the Division of Healthcare and Business Programs is confidential and is used only for selections purposes.

If, after submission of your application, you have a change of name, address, phone number or email you **must** contact the Division of Healthcare and Business Programs **and** Student Records **immediately** to update your information.

Submit application to: Susan E. Wolford, Administrative Associate
Division of Healthcare and Business Programs
Building C, Room 333
Southern West Virginia Community and Technical College
PO Box 2900
Mount Gay, WV 25637
Phone: 304.896.7385
Fax: 304.792.7053

STATEMENT OF UNDERSTANDING

(Do not return this Statement of Understanding –Keep for your information)

I understand the following:

1. It is my responsibility to contact the Registrar at 304-896-7443 to ensure that my official transcripts and records are received, accurate and complete.
2. Travel is required in all Healthcare and Nursing programs. Day, evening, night, and/or weekend clinical rotations may be assigned. All arrangements and expenses are my responsibility.
3. Criminal background checks and drug screens are required at my expense upon acceptance into a program. Payment and testing is required regardless of previous acceptance into a program(s). Previous background checks and drug screens are not acceptable.

4. At the discretion of certifying/licensing agencies, clinical agencies can require the results of background checks, drug screens, or other investigative information and can prohibit access to clinical facilities.
5. I may or may not be allowed to take the appropriate licensure/certification exam after completion of a program if convicted of a felony or misdemeanor.
6. A random drug screen may be requested at any time while in the program. Failure to comply with a request for a drug screen, or a positive or diluted drug screen, or tampering with results, will result in immediate dismissal from the program.
7. If I have ever received, or am currently receiving, treatment for drug dependency, I must submit a copy of the treatment/record or discharge summary, printed on the facility's letterhead upon tentative admission to a Healthcare or Nursing program.
8. Letters of recommendation **ARE NOT** required and, if submitted, **WILL NOT** be used in the selection process.
9. Applications are not held over from year to year and if I am not admitted I must re-apply. This application supersedes and takes precedence over any previous application produced by the Division of Healthcare and Business Programs.
10. Failure to provide any requested information or any proven misrepresentation, dishonesty, deceit, falsification, or omission of information **WILL** result in immediate disqualification of the application.
11. If any of the above statements are not fully understood, it is my responsibility to request clarification from the Division of Healthcare and Business Programs.
12. Full admission to any Healthcare program is contingent upon results of background check, drug screen and physical exam.

It is the policy of Southern West Virginia Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, sexual orientation, disability, or national origin.

This nondiscrimination policy also applies to all educational programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education.

Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, sex, religion, age, sexual orientation, disability, or national origin. Inquiries on the implementation of the policy and/or Title IX Amendment should be addressed to:

Affirmative Action Officer

Debbie Dingess
Interim Director of Human Resources
304-896-7408
Debbie.dingess@southernwv.edu

Title IX Coordinator

Darrell Taylor
Director, Enrollment Management
and Student Engagement
304-896-7432
Darrell.taylor@southernwv.edu

INSTITUTIONAL ACCREDITATION

Southern West Virginia Community and Technical College is accredited by the:

Higher Learning Commission of the North Central Association of Schools and Colleges

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

Phone: 312.263.0456/800.621.7440

Fax: 312.263.7462 <http://www.ncahlc.org>

PROGRAMMATIC ACCREDITATION

Agencies accrediting specific program offerings at Southern West Virginia Community and Technical College include:

Medical Laboratory Technology

National Accrediting Agency for

Clinical Laboratory Sciences

5600 River Road, Suite 720

Rosemont, IL 60018

Phone: 847.939.3597/773.714.8880

Fax: 773.714.8886

<http://www.naacls.org>

Radiologic Technology

Joint Review Committee on Education
in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312.704.5300

Fax: 312.704.5304

<http://www.jrcert.org>

Nursing

Accreditation Commission for

Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Phone: 404.975.5000

Fax: 404.975.5020

<http://www.acenursing.org>

Respiratory Care Technology

Committee on Accreditation in
Respiratory Care

1248 Harwood Road

Bedford, TX 76021-4244

Phone: 817.283.2835

Fax: 817.354.8519

<http://www.coarc.com>

West Virginia Board of Examiners
for Registered Professional Nurses

101 Dee Drive, Suite 102

Charleston, WV 25311-1620

Phone: 304.558.3596

Fax: 304.558.3666

<http://www.wvrnboard.com>

Surgical Technology

Commission on Accreditation of
Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

Phone: 727.210.2350

Fax: 727.210.2354

<http://www.caahep.org>